|  |  |
| --- | --- |
|  | Supervisor Assessment |
|  | Self Assessment |

**ADMINISTRATIVE PERFORMANCE ASSESSMENT: FACILITATOR**  
(Use your TAB key to move between entry areas. Complete shaded gray box areas.)

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| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **EIN:** |  | **Campus/Dept:** |  |
| **Supervisor:** |  | **Title:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The following scale will be used to rate each of the eight assessment areas:**   |  |  |  | | --- | --- | --- | | **3** | **Outstanding** | The employee has demonstrated exemplary competence in work performance. | | **2** | **Proficient** | The employee has demonstrated competence in work performance. | | **1** | **Improvement Needed** | The employee has not demonstrated competence in work performance. | |

**1.0 Leadership 1, 2, or 3**

* works with key stakeholders in establishing vision and mission statements
* uses quality improvement principles
* demonstrates knowledge about best practices
* monitors and communicates progress toward goals
* sets professional goals for personal improvement
* participates as requested in district, state, and/or federal initiatives
* contributes to district professional development initiatives
* assists new administrative staff, and disseminates ideas and information to other professionals in various formats

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| **Briefly describe the rationale for the above noted assessment:** |

**2.0 Strategic Planning 1, 2, or 3**

* works with staff and other stakeholders to develop action plans and accomplish goals aligned to the needs of customers
* aligns individual goals to district goals
* reviews current research and professional literature to guide decision-making and practices
* demonstrates the ability to deal with and promote change related to improved practices

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| **Briefly describe the rationale for the above noted assessment:** |

**3.0 Customer and Stakeholder Focus 1, 2, or 3**

* works to build a positive relationship with customers
* displays awareness of stakeholder needs and works collaboratively with stakeholders, customers, and staff to accommodate these needs
* initiates and supports safe, secure and nurturing work environment
* facilitates staff involvement in decision-making
* monitors customer and stakeholder satisfaction

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| **Briefly describe the rationale for the above noted assessment:** |

**4.0 Information and Analysis 1, 2, or 3**

* collects assessment/survey data aligned with district goals
* analyzes and uses data for decision-making and process improvement
* uses data to compare group performance to other district, state and national groups

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| **Briefly describe the rationale for the above noted assessment:** |

**5.0 Staff Focus 1, 2, or 3**

* creates a work environment for staff to promote goal achievement
* trains and educates staff to continually improve processes
* monitors the level of staff involvement, well being and satisfaction
* displays awareness of individual’s self-worth and appreciation for cultural awareness
* facilitates effective resolution of conflicts in a timely fashion

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| **Briefly describe the rationale for the above noted assessment:** |

**6.0 Management of Processes 1, 2, or 3**

* uses the performance appraisal cycle to improve processes
* uses quality tools to monitor and improve processes
* uses resources efficiently and effectively
* emphasizes and uses effective communication with stakeholders, customers and staff
* uses a +/Δ feedback system to evaluate work and make improvements
* complies with district, state, and federal laws, policies, and regulations
* submits reports promptly and accurately

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| **Briefly describe the rationale for the above noted assessment:** |

**7.0 Team Results 1, 2, or 3**

* performance is improving compared to past performance
* performance is improving compared to similar groups/teams

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| **Briefly describe the rationale for the above noted assessment:** |

**8.0 Additional Responsibilities 1, 2, or 3**

* Specific: completes the following responsibilities in a timely and effective manner:

**Facilitator Action Plan**

Upon analyzing the results of the facilitator performance assessment, the following key strengths and key opportunities for improvement have been identified:

|  |  |
| --- | --- |
| **+ Key Strengths** | **Δ Key Opportunities for Improvement** |
|  |  |
| **The following actions will be taken to improve unit processes:** | |

***Please print form and provide hand-written signatures.***

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Employee Signature\* Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Evaluator Signature Date

\*Signature does not necessarily signify concurrence but rather that the evaluation was reviewed with the employee.